
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



INDIANA GOVERNMENT CENTER NORTH
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INDIANAPOLIS, IN 46204
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April 2011

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the Third and Fourth Quarter 2011 continuing education courses from July 18 through October 19 at seven locations.

Legal Implications of Employment Practices

IN Course Number: IN 143

7.5-hours of continuing education credit

This course begins with a historical survey of the evolution of human resources. Several theories, principles, and definitions are covered to allow the student to achieve a level of competency in this important field. The course introduces several laws that affect employment in the assessment field and discusses the pitfalls that can be avoided, ensuring that legal challenges will be reduced to a minimum. Knowing the laws that affect good business practices and the consequences of not following these laws will enlighten the student as to the realities of the present-day job market.

Valuation of High-End or Difficult Residential Properties

IN Course Number: IN 213

7.5-hours of continuing education credit

The purpose of this course is to provide some guidance and suggestions on the process of data collection and analysis of high-end and difficult residential properties. Information from various areas in the U.S. will be used to help establish some processes and procedures. Images and property characteristics of sales and listed properties will be used. Topics discussed include: USPAP review, general information, cost approach, sales comparison approach, income approach, non-value analysis and article of interest.

The Economics of Markets

IN Course Number: IN 242

7.5-hours of continuing education credit

The academic discipline that drives all aspects of real estate valuation is economics. Economics is simply a structured and disciplined way of looking at the world that tries to explain how people chose, organize and use limited resources to produce other goods and services. Students will learn to recognize fundamental economic factors at work that will enable them to: understand what money is and how its manipulation can shift the direction of the economy and real estate values; appreciate the role the Federal Reserve plays in our everyday lives; identify and interpret those factors that explain and help predict economic activity and real estate values; learn the effects of inflation and employment have on the general economy; and how the worlds largest economy is managed to ensure continued, steady growth and prosperity.

Personal & Real Property Tax – Abatements

IN Course Number: IN 469

7.5-hours of continuing education credit

This course will provide students with an overview of the process for determining both real and personal property tax abatements. The rules and statutes that govern abatements will be discussed and abatement problems will be examined. Students will have the opportunity to work various exercises involving abatements of both real and personal property.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Sellersburg
- Evansville
- Merrillville
- Terre Haute
- Fort Wayne

Registration

There is no registration fee for DLGF continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM. This site will allow you to register, get directions, check your registrations and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The DLGF's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. **Your Registrars for classes are Lisa Harris and Linda Woosley. You can contact Lisa at 260-247-9422 or Linda at 317-735-3508. They can also be reached by email at lharris@briljent.com or lwoosley@briljent.com.**

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

DLGF Continuing Education Registration Form
Third and Fourth Quarter 2011

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

Third Quarter 2011: **Legal Implications of Employment Practices (Course No. IN 143)**
 Valuation of High-End or Difficult Residential Properties (Course No. IN 213)

<input type="checkbox"/>	July 18 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/>	July 20 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	July 27 – Evansville, Ivy Tech Community College
<input type="checkbox"/>	July 19 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/>	July 21 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	July 28 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/>	July 19 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	July 25 – Columbus, Holiday Inn		
<input type="checkbox"/>	July 20 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	July 26 – Sellersburg, Clark County REMC		

****See back side of this letter for Fourth Quarter class offerings**

*The preferred method of registration is online at **www.ind-pace.com***

Fourth Quarter 2011: The Economics of Markets (Course No. 242)
Personal & Real Property Tax - Abatements (Course No. 469)

<input type="checkbox"/> IN 242	October 3 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 242	October 5 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 469	October 18 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/> IN 469	October 4 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 469	October 6 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 242	October 19 – Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 242	October 4 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 469	October 17 – Columbus, Holiday Inn		
<input type="checkbox"/> IN 469	October 5 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 242	October 18 – Sellersburg, Clark County REMC		

Mail this registration form to Registrar Lisa Harris at Brilljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991.

The preferred method of registration is online at www.ind-pace.com